

Appendix C
King County
Change Order Justification Form

*** This form is to be used for change orders only, not field directives.

Contract No.:	Project Name:	Contractor / Consultant:
---------------	---------------	--------------------------

Proposed Change No.:	County's Project Representative / Phone No.:
----------------------	--

<table style="width: 100%;"> <tr> <td style="width: 30%;">Schedule</td> <td>Original Start / End:</td> </tr> <tr> <td></td> <td>Previous Changes:</td> </tr> <tr> <td></td> <td>Days This Change:</td> </tr> <tr> <td></td> <td>Revised Start / End:</td> </tr> </table>	Schedule	Original Start / End:		Previous Changes:		Days This Change:		Revised Start / End:	<table style="width: 100%;"> <tr> <td style="width: 30%;">Contract</td> <td>Original:</td> </tr> <tr> <td>Value</td> <td>Previous Changes:</td> </tr> <tr> <td></td> <td>Amount of this Change:</td> </tr> <tr> <td></td> <td>Revised Contract Value:</td> </tr> </table>	Contract	Original:	Value	Previous Changes:		Amount of this Change:		Revised Contract Value:
Schedule	Original Start / End:																
	Previous Changes:																
	Days This Change:																
	Revised Start / End:																
Contract	Original:																
Value	Previous Changes:																
	Amount of this Change:																
	Revised Contract Value:																

Findings of Fact:

Change Description

and Chronology of Key Events:

Reason for Change:

Relevant Contract Provisions:

(Include contract provision citations
& reference to specifications or drawings)

Record of Negotiation:

Outstanding Issues:

Contractor's Cost Proposal:	\$	Negotiated Amount:	\$	
County's Independent Cost Estimate:	\$	Contingency Remaining After Proposed Change:	\$	%

Documentation Checklist & Dates of Submission:

Date	In File		Date	In File	
/ /	_____	Change Order Form	/ /	_____	County's Independent Cost Estimate
/ /	_____	Draft Change Order	/ /	_____	Budget Revision Form
/ /	_____	Contractor's Change Proposal	/ /	_____	Verification of Funds Available for the Change Order

Project Representative's Signature: _____

Department Management Signatures: _____

(As defined by Dept's project management plan)

Pre-Authorization

Circle: YES or NO

Not to Exceed: \$

And/Or

Days